



Policy Manual

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Adopted by the Library Advisory Board 09-15-04

Public Library System

Acceptable Use of Electronic Resources

Policy Statement:

The Library System offers a variety of electronic resources (networked databases, CD-ROM products, the Internet, and locally mounted databases) to enhance the educational and recreational needs of Library customers and monitors the safe and responsible use of these resources.

Regulations:

1. Free, limited access to electronic resources is available to all Library users. The library is not a full-service Internet provider. Some Internet services may not be provided through the library's connections for financial, technological or security reasons.
2. The Library protects its systems and equipment from viruses. However, users of any publicly accessible system or equipment should be aware of the potential for transmission of computer viruses. The library is not responsible for computer viruses transmitted to customers' computers.
3. The library is responsible only for information pertaining to the library and its services. The library does not assume responsibility for the content and/or accuracy of information residing on the Internet or other computer systems.
4. The Library provides filtered access to the Internet in order to adhere to the requirements set forth in Arizona Revised Statutes ([ARS 13-3501](#) "Obscenity, Definitions", [13-3506.01](#) "Furnishing Harmful Items to Minors, Internet Activity", [13-3507](#) "Public Display of Explicit Sexual Material") and the Children's Internet Protection Act (CIPA, [Pub. L. 106-554](#).)
5. The Library uses filtering software that restricts access to Internet sites that fall within the categories "sex" and "adult content." Because filtering software is inherently imperfect, we cannot guarantee that all Internet content will be appropriately filtered at all times.
6. Adult patrons may request unfiltered Internet access at any time without having to provide an explanation to library staff. Disabling of the Internet filter by Library staff in no way exempts the patron from ARS 13-3507 "Public Display of Explicit Sexual Material."
7. The self-service wireless network provided for library patrons of any age provides only filtered Internet access. Due to technological limitations, the filter cannot be removed from the wireless network.

8. Parents and guardians of minor children are responsible for supervising their children's safety and activities while using Library equipment. Internet safety information for parents and children can be found at <http://www.netsmartz.org/index.aspx>.
9. Individual assistance on using the library's electronic resources is available at the information desks. Library staff will schedule group instructional sessions on using the Library's electronic resources and the Internet throughout the year.
10. In accordance with [ARS 41-1354](#) "Privacy of User Records," the Library protects the confidentiality of borrowing and library use records. Customers using the library's computers for personal use are advised that the privacy of personal information and electronic mail are not guaranteed. Users should avoid posting personal information such as home addresses, phone numbers, and credit card numbers to unknown Internet sites.
11. Library equipment used to access electronic resources and/or networks may only be used for lawful purposes by library customers and staff. By using library system equipment and electronic infrastructure, library customers imply their agreement to abide by the posted **Rules of Conduct, CUS-1**.
12. Examples of unacceptable use include, but are not limited to, the following:
 - a. Destruction of, damage to, or unauthorized modification of equipment, software, or data belonging to the library or other users, a violation of Arizona law ([ARS 13-2316](#) "Computer tampering").
 - b. Disruption or unauthorized monitoring of electronic communications.
 - c. Unauthorized or illegal copying of copyright-protected material, a violation of US law ([US Code, Title 17](#)).
 - d. Unauthorized use of computer accounts, access codes, or network identification numbers assigned to others, or any activity that is in violation of Arizona law ([ARS 13-3707](#) "Telecommunications Fraud").
 - e. Violation of software license agreements.
 - f. Violation of another user's privacy.
13. Library staff may interrupt activity or block access to sites that interfere with the performance of the library's computer system, conflict with authorized use of library resources or equipment, or violate local, state, or federal law.
14. Failure to use the Scottsdale Public Library System's electronic resource access equipment appropriately and responsibly may result in revocation of library use privileges, and may also have legal consequences.
15. In addition to the above, students of the Scottsdale Unified School District (SUSD) are required to adhere to the SUSD Code of Conduct (<http://www.susd.org/district/studentservices/CofC.htm>) regarding computer use during the school day at the Arabian and Palomino shared-use libraries.

Procedures:

1. Library staff will report to Library Systems staff when a patron indicates a web site has been inappropriately blocked or unblocked by the Internet filter. All decisions regarding the

categorization of individual sites rests solely with the Library System.

2. When requested by an adult patron, library staff will log on a PC to an unfiltered Internet account.
3. At the recommendation of the City Attorney, a handout has been developed that may be given to adults who are accessing sites displaying explicit sexual material when minors are present. The handout (see attached sheet) informs the adult that they are in violation of Arizona law (A.R.S. 13-3507 “Public Display of Explicit Sexual Materials”) and not merely the policy of the library.
4. If a staff member observes an adult accessing sites displaying explicit sexual material when minors are present, the staff member will give the patron a handout and ask them to close the site. If the patron complies with the staff request, they may continue to use the computer. If they refuse to close the site, a librarian or supervisor may call the police at 9-911. An incident form will be completed.
5. If a staff member observes a youth viewing a site displaying explicit sexual material, a librarian or supervisor will ask the individual for a library card or name and address, and verify that he or she is a minor. Request that the site be closed and complete an incident report. Advise the youth that the report will be kept on file. If they refuse to comply, the librarian or supervisor should notify the youth’s parent and have the library monitor escort the youth from the building. If additional incidents occur, parent will be notified and library privileges may be suspended. Shared-use libraries will also prepare a student conduct referral for the school administration.

Guidelines:

1. Library staff will be alert for inappropriate use of the library electronic resources and will respond when informed of any violations of this policy.
2. Library staff will use their own judgment regarding the appropriateness of a patron’s use of our resources and will ask for assistance from a librarian or supervisor as soon as possible.

PLEASE EXIT WEB SITE

It is a Class 6 felony to knowingly place explicit sexual material upon public display, which includes a viewing screen, in any place where minors are invited as part of the general public.

A.R.S. 13-3507

Please ask at the Information Desk for the complete text of this statute and for a copy of Scottsdale Public Library Policy, Acceptable Use of Electronic Resources.



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